

Technical Training Competency 2.4

Competency 2.4 Technical training personnel shall demonstrate a working level knowledge of DOE Order 3410 sufficient to ensure that training programs for Federal personnel are accomplished in accordance with the requirements of the Order.

1. Supporting Knowledge and Skills

- a. Discuss the duties and responsibilities of line management, Headquarters personnel and training support personnel as indicated in the Order.
- b. Explain the latitude and restrictions associated with employee training as stated in the Order.
- c. Describe the planning and evaluating requirements stated in the Order including:
 - Identification of training needs and priorities
 - Annual training plans
 - Long-term training
 - Individual development plans (IDPs)
 - Retraining of Federal employees
 - Evaluation of training
- d. Explain the requirements associated with requesting and utilizing training resources as described in the Order.
- e. State the purpose and requirements associated with establishing Agreements to Continue in Service with employees prior to approving training expenditures.
- f. Describe the training forms, records and reports listed in the Order.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Technical Training Competency 2.4

Read pages 2 through 4, 1-1 through 1-9, II-1 through II-6, and 11-1 through 11-5 of DOE Order 360.1, *Training*.

- EXERCISE 2.4-A Review the duties and responsibilities related to training of DOE HQ personnel.
- EXERCISE 2.4-B Review the duties and responsibilities related to training of line management.
- EXERCISE 2.4-C Review the duties and responsibilities related to training of training support personnel.
- EXERCISE 2.4-D Discuss the major elements of employee training.
- EXERCISE 2.4-E What is the course time requirement for a continued service agreement?
- EXERCISE 2.4-F What does the training information management system provide for?
- EXERCISE 2.4-G What is the technical qualification program?
- EXERCISE 2.4-H How often should qualification standards be formally reviewed and updated?
- EXERCISE 2.4-I Review the reciprocity section of DOE 360.1, page 11-5.
- EXERCISE 2.4-J Review Implementation of Training section.

3. Summary

The objectives of DOE Order 360.1 are listed below:

- a. To assign responsibilities and provide requirements for establishing, implementing, documenting, and evaluating training programs for Federal employees
- b. To commit to the continuing development of employees to ensure quality performance from a technically competent, versatile, and diverse work force
- c. To establish the requirements for the training and qualification of technical employees and managers whose positions require them to provide management direction or oversight that could impact the safe operation of a defense nuclear facility

Technical Training Competency 2.4

4. Exercise Solutions

EXERCISE 2.4-A Review the duties and responsibilities related to training of DOE HQ personnel.

ANSWER 2.4-A The following are examples of DOE HQ duties and responsibilities related to training:

- Provide guidance and resources
- Appoint coordinator to facilitate technical training, qualification, and education programs

EXERCISE 2.4-B Review the duties and responsibilities related to training of line management.

ANSWER 2.4-B The following are examples of line management duties and responsibilities related to training:

- Ensure Individual Training Plans, Annual Training Plans, and Out-Year Training Plans are developed and implemented
- Provide sufficient resources for training programs
- Provide content expertise
- Implement training and qualification programs
- Implement performance appraisal requirements
- Determine waivers
- Serve as management sponsor for Functional Area Qualification
- Ensure self-assessments are conducted every three years

EXERCISE 2.4-C Review the duties and responsibilities related to training of training support personnel.

ANSWER 2.4-C The following are examples of training support personnel duties and responsibilities related to training:

- Develop and issue standards, procedures, and guidelines
- Coordinate Strategic Plan
- Coordinate development and revision of qualification programs
- Promote partnerships
- Promote effective sharing and use of facilities
- Serve as liaison with other agencies

Technical Training Competency 2.4

EXERCISE 2.4-D Discuss the major elements of employee training.

ANSWER 2.4-D The major elements of employee training include the following:
Orientation

- General training
- Performance development
- Career development

EXERCISE 2.4-E What is the course time requirement for a continued service agreement?

ANSWER 2.4-E A continued service agreement shall be required for each training activity that exceeds 160 hours.

EXERCISE 2.4-F What does the training information management system provide for?

ANSWER 2.4-F The training information management system provides for the following:

- Individual records
- Program records
- Reports

EXERCISE 2.4-G What is the technical qualification program?

ANSWER 2.4-G The technical qualification program is the process used to objectively determine that individuals performing activities related to the technical management, oversight, or operation of defense nuclear facilities possess the necessary knowledge, skills, and abilities to perform their specific duties and responsibilities.

EXERCISE 2.4-H How often should qualification standards be formally reviewed and updated?

ANSWER 2.4-H Qualification standards shall be formally reviewed and updated at least every three years.

Technical Training Competency 2.4

EXERCISE 2.4-I Review the reciprocity section of DOE O 360.1, page 11-5.

ANSWER 2.4-I None required.

EXERCISE 2.4-J Review Implementation of Training section.

ANSWER 2.4-J None required.